

County of San Diego  
Revised: May 21, 2001  
Reviewed: Spring 2003

**ASSISTANT PROCUREMENT SPECIALIST**  
**PROCUREMENT SPECIALIST**  
**SENIOR PROCUREMENT SPECIALIST**

**Class No. 002601**  
**Class No. 002610**  
**Class No. 002640**

**DEFINITION:**

To purchase supplies, services, food, and equipment in the required quantity and quality; to obtain items via formal two-party contracts utilizing formally advertised invitations for bid and request for quotations; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

The Procurement Specialist series is a professional-level class performing a wide variety of buying and purchasing activities. Positions in this class are allocated only to the Department of Purchasing and Contracting. These classes differ from the Procurement Contracting Officer in that the latter is responsible for developing procurement strategies and documents, and negotiating fixed-price and cost-type contracts for materials and services that normally cannot be obtained by means of formal advertising.

**Assistant Procurement Specialist:**

This is the entry-level class. Under direct supervision, incumbents learn to perform progressively more responsible and difficult purchasing of supplies, equipment and services, and have signature authority up to \$5,000.

**Procurement Specialist:**

This is the journey-level class. Under general supervision, incumbents independently purchase supplies, equipment and services, and have signature authority up to \$10,000.

**Senior Procurement Specialist:**

This is the lead-level. Under direction, this class provides technical guidance and leadership to other Procurement Specialists. The Senior Procurement Specialist is responsible for the most complex and difficult purchasing duties and may be assigned to supervise a unit of subordinate Procurement Specialists.

**EXAMPLES OF DUTIES:**

Reviews requisitions and specifications; advises user departments on purchase methods and alternate products and recommends substitutes; solicits quotations and bids; negotiates prices and terms; originates purchase orders; resolves discrepancies and invoice problems; develops and maintains bidders' list; prepares correspondence; maintains individual workload statistics; prepares formal invitations for bids and requests for quotations, including required special terms and conditions, performance, and technical criteria; selects vendors from bidders' lists; makes award determinations; corresponds and communicates with vendors and departments regarding services and complaints; maintains bidders' lists; recommends new or revised purchasing procedures to obtain economy or purchasing.

### Senior Procurement Specialist:

All of the duties listed above and: coordinates specification preparation, secures bids/proposals; negotiates contracts and

makes awards; serves as advisor to subordinate buyers on unusual or difficult policy problems; may supervise and train subordinate staff, including evaluation and discipline; participates in hiring of staff; consults with user department personnel concerning requirements; acts as chairperson of standards committee for countywide use of specified items; recommends review of revised purchasing procedures to obtain economy of purchasing.

### MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: I = Assistant Procurement Specialist

II = Procurement Specialist

III = Senior Procurement Specialist

### Knowledge of:

<u>I</u>	<u>II</u>	<u>III</u>	
G	T	T	Purchasing practices and procedures, including the competitive bid system.
G	T	T	Vendor practices regarding pricing, material management, shipping, warranties and invoicing.
G	G	T	General business practices and procedures.
G	G	T	Accounting principles.
G	G	T	Material management systems.
G	G	T	Negotiated procurement via Request for Proposals.
--	G	T	Contracting law, Uniform Commercial Code, and other laws and regulations pertaining to the solicitation of bids/proposals, evaluation of offers, negotiations and awarding of contracts.
G	G	G	Principles and practices of public sector purchasing.
--	--	G	Principles of employee supervision and training.

### Skills and Abilities to:

#### **The following apply to all classes:**

- Use electronic purchasing systems, modern office equipment.
- Read, interpret and explain laws, rules and office policies and procedures.
- Follow written and oral instructions.
- Perform basic math; use and calculate measuring units.
- File records alphabetically and numerically.
- Prepare written records and complete logs.
- Establish and maintain effective working relations with those contacted in the course of work.
- Compile data for purposes of bidding and awarding contracts.

### Senior Procurement Specialist (in addition to the above):

- Perform cost and price analysis.
- Negotiate business agreements.
- Organize and prioritize unit workload to meet deadlines and operating needs.

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- Supervise, train and evaluate subordinates.

### **EDUCATION/EXPERIENCE:**

Education, training, and/or experience, which would likely demonstrate the possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

#### **Assistant Procurement Specialist:**

1. One (1) year of progressively responsible buying experience, purchasing of a variety of commodities and services in a service industry or public agency; OR,
2. An associate of arts degree from an accredited college or university in business administration, accounting, finance, marketing, economics or a certificate in purchasing/procurement management; AND, six (6) months of buying experience, purchasing of a variety of commodities and services in a service industry or public agency; OR,
3. A bachelor's degree from an accredited college or university in business administration, accounting, finance, marketing, economics or a closely related field.

#### **Procurement Specialist:**

1. Two (2) years as an Assistant Procurement Specialist in the County of San Diego; OR,
2. Three (3) years of progressively responsible buying experience, at the journey-level, purchasing a variety of commodities and services in a highly regulated industry or public agency; OR,
3. A bachelor's degree from an accredited college or university in business administration, accounting, finance, marketing, economics or a closely related field; AND, one (1) year of progressively responsible buying experience, at the journey-level, purchasing of a variety of commodities and services in a highly regulated industry or public agency.

#### **Senior Procurement Specialist:**

1. Two (2) years of experience as a Procurement Specialist in the County of San Diego; OR,
2. Four (4) years of progressively responsible buying experience, at the journey-level, purchasing a variety of commodities and services in a service industry or public agency; OR,
3. A bachelor's degree from an accredited college or university in business administration, accounting, finance, marketing, economics or a closely related field; AND, two (2) years of progressively responsible buying experience, at the journey-level, purchasing of a variety of commodities and services in a highly regulated industry or public agency.

### **SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

#### **License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

**Polygraph Investigation:**

Anyone appointed to these classes may be required to take a polygraph test prior to employment and/or, at anytime during their tenure in these classes.